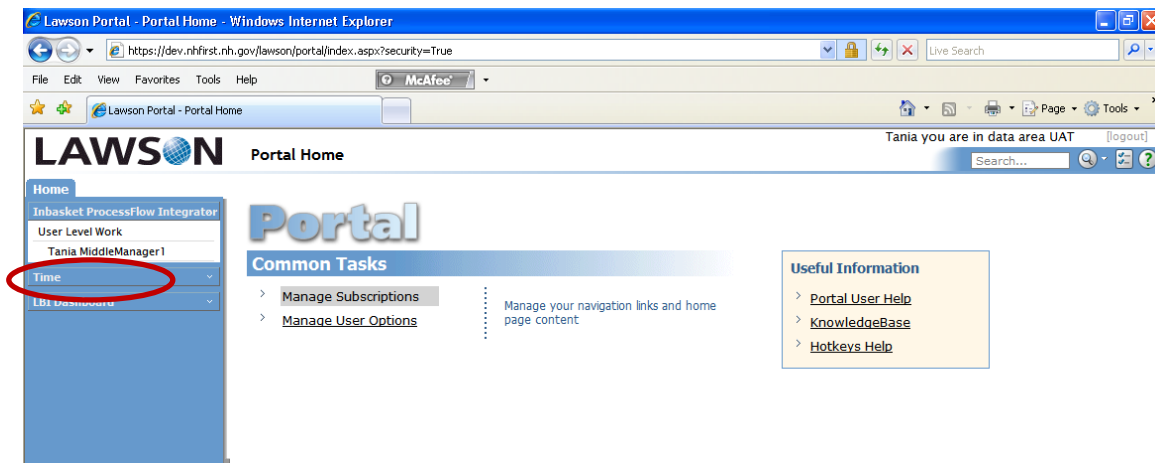


Proxy – Time Entry & Leave Request Entry for Part Time

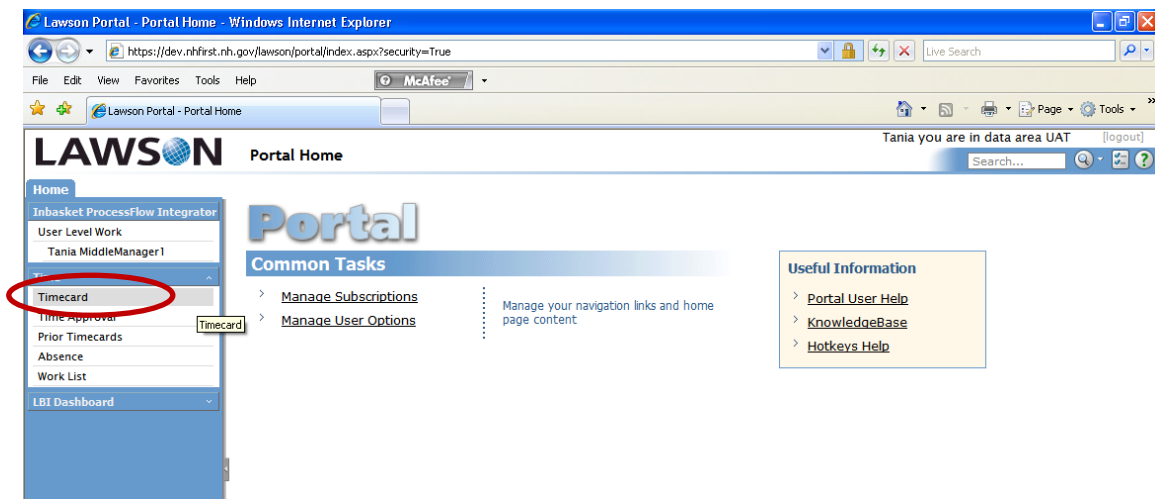
Purpose: These instructions are for entering time and leave request for a part time employee.

Example: Middle Manager 1 needs to enter time or leave for the part time resource, which has Middle Manager 3 as the reports to in GHRS

Proxy Time Entry - Click on Time



Next Click on **Timecard**



Next click on **Proxy Timecard**

Lawson Portal - Timecard for Tania Middle Manager1 - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help McAfee

Lawson Portal - Timecard for Tania Middle Manager1

Tania you are in data area UAT [logout]

Search...

Home Region

Timecard

My Timecard

Proxy Timecard

Summary

Pay Period: 10-Feb-2012 to 23-Feb-2012

Total Time: 0 hr 0 min

Print View Submit Submit and Close Delete Validate Copy Last Pay Period Reset Prev Next Save

View: Pay Period 10-Feb-2012 to 23-Feb-2012

Date	Hr In	Min In	Hr Out	Min Out	Daily Total	Pay Code*	Comment	Lawson Activity
Fri 10 Feb 2012	00	00	00	00	0 hr 0 min	REGULAR PAY		
Sat 11 Feb 2012	00	00	00	00	0 hr 0 min			
Sun 12 Feb 2012	00	00	00	00	0 hr 0 min			
Mon 13 Feb 2012	00	00	00	00	0 hr 0 min	REGULAR PAY		
Tue 14 Feb 2012	00	00	00	00	0 hr 0 min	REGULAR PAY		
Wed 15 Feb 2012	00	00	00	00	0 hr 0 min	REGULAR PAY		
Thu 16 Feb 2012	00	00	00	00	0 hr 0 min	REGULAR PAY		
Fri 17 Feb 2012	00	00	00	00	0 hr 0 min	REGULAR PAY		
Sat 18 Feb 2012	00	00	00	00	0 hr 0 min			
Sun 19 Feb 2012	00	00	00	00	0 hr 0 min			
Mon 20 Feb 2012	00	00	00	00	0 hr 0 min	HOLIDAY NOT WORKED		
Tue 21 Feb 2012	00	00	00	00	0 hr 0 min	REGULAR PAY		
Wed 22 Feb 2012	00	00	00	00	0 hr 0 min	REGULAR PAY		
Thu 23 Feb 2012	00	00	00	00	0 hr 0 min	REGULAR PAY		

Total: 0 hr 0 min

Once you click Proxy Timecard it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**

Lawson Portal - Proxy Timecard - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help McAfee

Lawson Portal - Proxy Timecard

Tania you are in data area UAT [logout]

Search...

Home Region

Timecard

My Timecard

Proxy Timecard

Filter Criteria

Proxy For: --Select--

Find

Show Terminated Resources

Select a resource first.

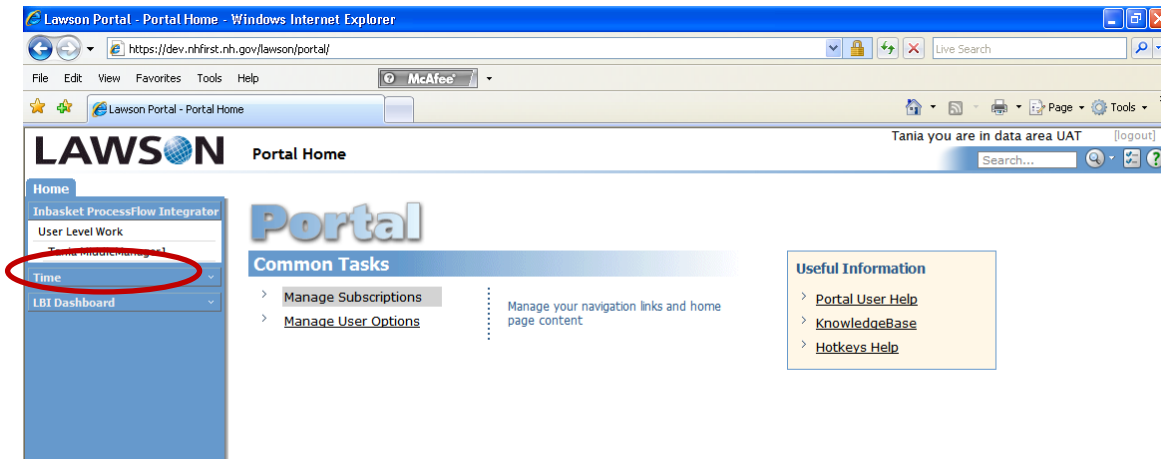
You will now be viewing the timecard for the employee you will need to proxy for; notice that on the top you will see **Proxy Timecard for EMPLOYEE NAME**. Time can be entered here.

Lawson Portal - Proxy Timecard for Charlene Part Time

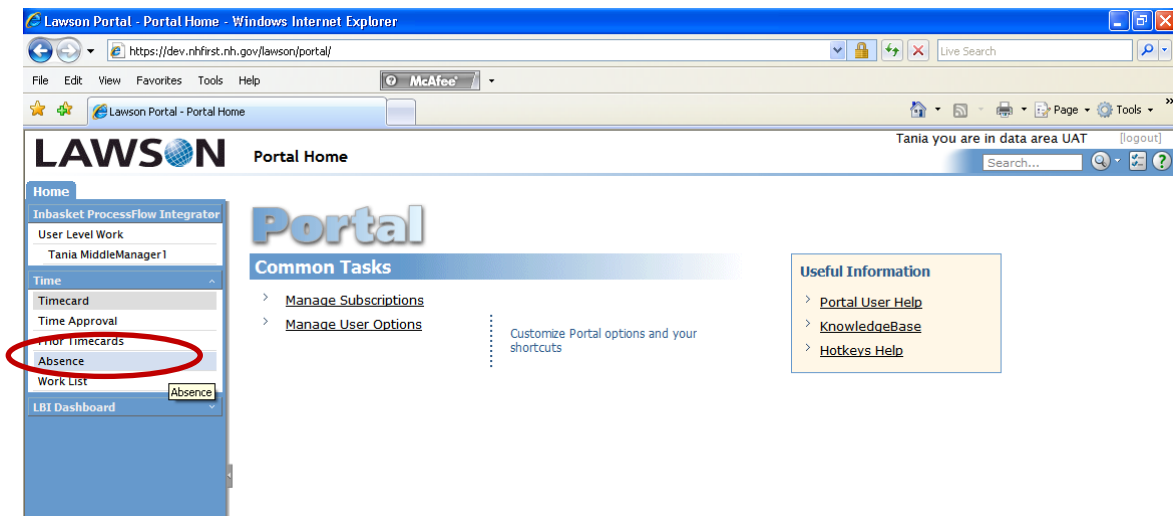
View: Pay Period 24-Feb-2012 to 08-Mar-2012

Date	Hr In	Min In	Hr Out	Min Out	Daily Total	Pay Code*	Comment	Lawson Activity	Cost Center	Task List
Fri 24 Feb 2012	00	00	00	00	0 hr 0 min					
Sat 25 Feb 2012	00	00	00	00	0 hr 0 min					
Sun 26 Feb 2012	00	00	00	00	0 hr 0 min					
Mon 27 Feb 2012	00	00	00	00	0 hr 0 min					
Tue 28 Feb 2012	00	00	00	00	0 hr 0 min					
Wed 29 Feb 2012	00	00	00	00	0 hr 0 min					
Thu 1 Mar 2012	00	00	00	00	0 hr 0 min					
Fri 2 Mar 2012	00	00	00	00	0 hr 0 min					
Sat 3 Mar 2012	00	00	00	00	0 hr 0 min					
Sun 4 Mar 2012	00	00	00	00	0 hr 0 min					
Mon 5 Mar 2012	00	00	00	00	0 hr 0 min					
Tue 6 Mar 2012	00	00	00	00	0 hr 0 min					
Wed 7 Mar 2012	00	00	00	00	0 hr 0 min					
Thu 8 Mar 2012	00	00	00	00	0 hr 0 min					
Total:					0 hr 0 min					

Proxy Absence Request - Click on **Time**



Next click on **Absence**



Next click on **Proxy Absence Requests**

Lawson Portal - Absence Plan Balances for Middle Manager1, Tania - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/

McAfee

Lawson Portal - Absence Plan Balances for Middle Manager1, Tania

Tania you are in data area UAT [logout]

Search...

Home | Region

Reset Prev Next Save

Lawson Absence Plan Balances for Middle Manager1, Tania

Absence Balance

- My Balances
- Absence Requests
- Balances Proxy
- Proxy Absence Requests**

	Reserved	Available	Pending	Rejected	Reported	Balance	
Plan: Annual Leave Pay	as of 20-Jan-2012	through 26-Jan-2012					
Position:	0.00	95.88	0.00	0.00	0.00	95.88	Future Requests Add Request
Plan: COMPENSATORY TIME	as of 20-Jan-2012	through 26-Jan-2012					
Position:	0.00	60.50	0.00	0.00	0.00	60.50	Future Requests Add Request
Plan: FLOATING HOLIDAY	as of 20-Jan-2012	through 26-Jan-2012					
Position:	0.00	7.50	0.00	0.00	0.00	7.50	Future Requests Add Request
Plan: SICK LEAVE	as of 20-Jan-2012	through 26-Jan-2012					
Position:	0.00	437.48	0.00	0.00	0.00	437.48	Future Requests Add Request
Plan: FISCAL YEAR BONUS LEAVE	as of 20-Jan-2012	through 26-Jan-2012					
Position:	0.00	0.00	0.00	0.00	0.00	0.00	Future Requests Add Request
Plan: NO BALANCE CATEGORY	as of 31-Jan-2012	through 09-Feb-2012					
Position:	0.00	0.00	0.00	0.00	0.00	0.00	Future Requests Add Request

Once you click Proxy Absence Requests it opens up the Filter Criteria area on the left; you will see under filter criteria a “Proxy For” drop down, click the arrow and choose your employee to proxy for, then click **Find**. *Note that you can also change the date range here as well.*

Lawson Portal - Proxy Absence Requests - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/

McAfee

Lawson Portal - Proxy Absence Requests

Tania you are in data area UAT [logout]

Search...

Home | Region

Please specify your search criteria.

Lawson Proxy Absence Requests

Absence Balance

- My Balances
- Absence Requests
- Balances Proxy
- Proxy Absence Requests**

Filter Criteria

Proxy For: [Select--]

Plan: [All]

Status: [All]

Date Range

From: 14-Jan-2012

To: 14-Mar-2012

Find

You will now be seeing Absence Request screen for your proxy employee; notice that on the top you will see **Proxy Absence Requests for EMPLOYEE NAME**, click **Add** to proxy absence request.

The screenshot shows the Lawson Portal interface for Proxy Absence Requests. The browser window title is "Lawson Portal - Proxy Absence Requests for Part Time, Charlene - Windows Internet Explorer". The URL is "https://dev.nhfirst.nh.gov/lawson/portal/". The page header includes the Lawson logo and the title "Proxy Absence Requests for Part Time, Charlene". The top navigation bar contains buttons: Add, Submit, Reset, Prev, Next, and Save. The sidebar on the left has a "Filter Criteria" section with dropdowns for "Proxy For:" (Part Time, Charlene (Proxy)), "Plan" (All), "Status" (All), and "Date Range" (From: 14-Jan-2012, To: 14-Mar-2012). The main content area displays a table of absence requests with columns: Date, HR Min, HR Min Hours, Pay Event, Description, Comment, Submit Status, and Delete. The table shows a single entry for "COMPENSATORY TIME" on 17-Feb-2012, with a status of "Submitted".

Date	HR Min	HR Min Hours	Pay Event	Description	Comment	Submit Status	Delete
17-Feb-2012	08 00	12 00	4.00	COMPENSATION LEAVE USAGE Charlene Part Time		Submitted	

To view the balance for the employee, click on **Balances Proxy**

Lawson Portal - Absence Plan Balances for Middle Manager1, Tania - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/

McAfee

Lawson Portal - Absence Plan Balances for Middle Man...

Tania you are in data area UAT [logout]

Search...

Home Region

Absence Balance

My Balances

Absence Requests

Balances Proxy

Proxy Absence Requests

Reset Prev Next Save

	Reserved	Available	Pending	Rejected	Current Pay Period (since as of date)	
	as of 20-Jan-2012	through 26-Jan-2012			Reported	Balance
Plan: Annual Leave Pay	0.00	95.88	0.00	0.00	0.00	95.88
Position:						Future Requests Add Request
Plan: COMPENSATORY TIME	0.00	60.50	0.00	0.00	0.00	60.50
Position:						Future Requests Add Request
Plan: FLOATING HOLIDAY	0.00	7.50	0.00	0.00	0.00	7.50
Position:						Future Requests Add Request
Plan: SICK LEAVE	0.00	437.48	0.00	0.00	0.00	437.48
Position:						Future Requests Add Request
Plan: FISCAL YEAR BONUS LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
Position:						Future Requests Add Request
Plan: NO BALANCE CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
Position:						Future Requests Add Request

This opens up the Filter Criteria, click the drop down to choose your employee, then click **Find**

Lawson Portal - Balances Proxy - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/

McAfee

Lawson Portal - Balances Proxy

Tania you are in data area UAT [logout]

Search...

Home Region

Absence Balance

My Balances

Absence Requests

Balances Proxy

Proxy Absence Requests

Select a resource first.

Filter Criteria

Proxy For:

--Select--

Find

Show Terminated Resources

You will now be seeing Absence Plan Balances screen for your proxy employee; notice that on the top you will see **Absence Plan Balances for EMPLOYEE NAME**, click **Add Request** on the right to submit a leave request.

Lawson Portal - Absence Plan Balances for Part Time, Charlene

https://dev.nhfirst.nh.gov/lawson/portal/

File Edit View Favorites Tools Help

McAfee

Lawson Portal - Absence Plan Balances for Part Time, ...

Home Region

Absence Balance

- My Balances
- Absence Requests
- Balances Proxy**
- Proxy Absence Requests

Filter Criteria

Proxy For:

Part Time, Charlene (Proxy)

Find

Absence Plan Balances for Part Time, Charlene

Reset Prev Next Save

Tania you are in data area UAT [logout]

Search...

		Reserved	Available	Pending	Rejected	Reported	Balance	Current Pay Period (since as of date)	
Plan: Annual Leave Pay	as of 20-Jan-2012	0.00	95.88	0.00	0.00	0.00	95.88	Future Requests	Add Request
Position:									
Plan: COMPENSATORY TIME	as of 20-Jan-2012	0.00	60.50	0.00	0.00	0.00	60.50	Future Requests	Add Request
Position:									
Plan: FLOATING HOLIDAY	as of 20-Jan-2012	0.00	7.50	0.00	0.00	0.00	7.50	Future Requests	Add Request
Position:									
Plan: SICK LEAVE	as of 20-Jan-2012	0.00	437.48	0.00	0.00	0.00	437.48	Future Requests	Add Request
Position:									
Plan: FISCAL YEAR BONUS LEAVE	as of 20-Jan-2012	0.00	0.00	0.00	0.00	0.00	0.00	Future Requests	Add Request
Position:									
Plan: NO BALANCE CATEGORY	as of 31-Jan-2012	0.00	0.00	0.00	0.00	0.00	0.00	Future Requests	Add Request
Position:									